

**United States Bankruptcy Court
District of Utah**

CAREER OPPORTUNITY

**

Position: **CASE ADMINISTRATOR**

Starting Salary: \$28,649+ depending on experience and qualifications

Closing Date: Open until filled.

Duties:

The Case Administrator manages the progression of cases and related adversary proceedings from opening to final disposition by processing incoming documents, maintaining official case files, dockets and other records, and performing noticing, administrative and clerical tasks. Representative duties include the following: opens cases and reviews initial documents; makes summary entries on the docket of all documents and pleadings; manages cases to ensure timely progression; processes case conversions from one chapter to another; maintains the matrix mailing system; prepares and maintains the claims register; prepares and processes notices for mailing; prepares form judgments and orders for signature; prepares cases for closing; performs quality control.

Qualification Requirements:

A minimum of two years specialized experience, including at least one year equivalent to work at CL-24 is required. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Must be willing to fully participate in a team environment.

Interested applicants who meet the qualifications should submit an Applications for Judicial Branch Federal Employment (AO-78) to the address listed below or via fax to (801) 526-1198. Application Form AO-78 is available via the court's web site <http://utb.uscourts.gov> or at the address listed below from 8:00 a.m. to 4:30 p.m. Monday - Friday.

United States Bankruptcy Court for the District of Utah

ATTN: Margaret Latey

Room 301 Frank E. Moss Courthouse

350 South Main Street

Salt Lake City, UT 84101

E-mail: margaret_latey@utd.uscourts.gov

Benefits

Employees under the Court Personnel System are entitled to:

- +Up to 13 days of paid vacation per year for the first three years of employment.
Thereafter, increasing with tenure, up to 26 days per year.
- +Participation in the Federal Employees Retirement System
- +Participation in the health insurance program of the employee's choice.
- +Life insurance options
- +11 paid holidays
- +Paid sick leave, up to 13 days per year
- +Long-term care insurance
- +Flexible Spending Program (pre-tax contributions for

medical/dental/optical/child care expenses

Equal Employment Opportunity

The court provides equal employment opportunity to all persons regardless of their race, sex, color, national origin, religion, age or handicap.

About the Court

The United States Bankruptcy Court, District of Utah, is comprised of three bankruptcy judges and serves the entire state of Utah. The clerk's office, located in Salt Lake City, provides clerical and administrative support for the court, which conducts hearings in Salt Lake City and Ogden.